

Microsoft PowerPoint 2003

Slide layout:

Go to Format → Slide layout, choose the layout for the slide.

Inserting a slide:

Go to Insert → New Slide, a new slide appears. At this time you may choose a different slide layout.

Deleting a slide:

Go to Edit → Delete slide, or the current slide will be deleted by typing the Delete key.

Slide design:

Go to Format → Slide Design, choose the slide design. This design will apply to all slides in the presentation.

Background:

Format → Background, choose a color for the background. Color choice may be applied to the current slide or all slides in the presentation by selecting the appropriate button.

Text boxes:

Insert → Text Box

In order to place text on a slide there must be a text box. Most slide layouts will create one or more text boxes. Text boxes are resized by dragging one of the handles. Text boxes are moved by clicking on the border and then dragging it to a new position. Font, font size, alignment, and other formatting can be applied just like in Word.

Clip Art:

Insert → Picture → Clip Art, then type a keyword in the Search for: box. Click on the image to place it on the slide. Clip art may be resized by dragging one of the handles. Clip art may be moved by clicking in the center of the image and dragging it.

Animation: Moving text and images on a slide

Slide Show → Custom animation

Select a text box or other image on the slide. Click on Add Effect. Choose Entrance. Choose the effect. Choose the Speed.

Ordering Animation Effects:

Number on effect (1,2,3...) represents when it appears. Click on effect to move. Click on Re-Order until effect is in the right order.

Transition: The way a slide changes when moving to the next slide

Slide Show → Slide Transition

Choose the transition. The Speed, Sound, Advance Slide options may be modified. The selected transition will apply to the current slide or may be applied to all slides by selecting Apply to All Slides.

Automatic timing: Choose Automatically After and number of seconds.

Timed timing: Slide Show → Rehearse Timings

Practice giving presentation as timer advances. Click the right arrow when ready to advance. At end of show click Yes to accept the timings or No to start over.

Viewing a Presentation:

Slide Show → View Show will begin the show at the first slide.

Clicking the Slide Show button from Custom Animation or Slide Transition will begin the slide show with the current slide.

Footers:

View → Header and Footer → Slide tab

Choices for slide footers include date, either automatically inserted or fixed, slide number, and any text.

Printing slides:

File → Print

In **Print Range** choose which slides to print...All, Current slide, or specific slide numbers.

In **Print What** choose what to print...Slides, Handouts, Notes Pages, or Outline View.

In **Color/Grayscale** choose how the printing will look...color, grayscale, black and white.